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U. S. DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT AGENCY

WASHINGTON, D. C.

PROCEDURE FOR THE DETERMINATION OF PERFORMANCE UNDER
THE 1945 TOBACCO MARKETING QUOTA PROGRAM

The farm operator will be responsible for reporting acreages of flue-cured and Burley tobacco under the 1945 tobacco marketing quota program including the making of ground measurements where acreages are not available from previous records. Records of acreages of previously measured fields should be made available at county offices for inspection by operators in determining acreages of tobacco.

Form Tobacco 918 will be used in reporting acreages of flue-cured and Burley tobacco. The report prepared by the farmer will be delivered to the community committeeman, at designated times and places, or at his home. Assistance in preparation of the form may be given by committeemen. A community committeeman serving the area in which the farm is located shall review the report and approve it when he is satisfied that, to the best of his knowledge and belief, it is correct. However, all necessary data and required measurements will be furnished by the farm operator.

As soon as the planting of tobacco is substantially completed in the county, the county committee should request operators to file their reports. This request should be made by mailing a letter in the following form, enclosing a Tobacco 918 on which has been entered the State, county, and farm number, and the name of the farm operator.

WAR FOOD ADMINISTRATION

AGRICULTURAL ADJUSTMENT AGENCY

(Address) -----

(Date) ----- 1945.

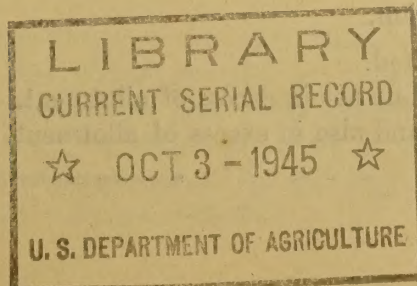
DEAR TOBACCO GROWER:

In order that marketing cards for ----- tobacco may be issued tobacco growers, each tobacco farm operator is required to determine the acreage in each field of tobacco on his farm in 1945 and report it on form Tobacco 918. You should determine the acreage of each field to the nearest tenth-acre from records of previous measurements, by ground measurements, or by other means which will give equally accurate results. The acreages of tobacco and method used in measuring the acreages should be stated in the spaces provided on the enclosed form.

You should sign the report and deliver it to your AAA community committeeman. For the convenience of the farm operators in filing their reports, committeemen will receive reports at the times and places listed below. When presenting your report you should have with you a record of measurements you have made, in order that you may show how the acreage was determined.

Chairman, ----- County AAA Committee.

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There should be listed on the bottom of the letter the dates and places accessible to farm operators at which arrangements have been made with community committeemen to receive the reports, and the name of the committeeman for each time and place. These times and places should be such as to provide farm operators ample opportunity to present their reports. The community committeeman who is to receive reports should be furnished a list of farms in his community known to be growing tobacco, and requested to add to the list the names of any additional farms on which he knows tobacco is being grown.

The committeeman receiving the reports shall (1) determine that the report is properly filled out, signed by the operator, and dated; (2) satisfy himself that all fields of tobacco are reported; and (3) from the information presented by the farm operator, see whether the methods used in determining acreages were such as to provide accurate results. If the committeeman has reason to believe that the data reported are not complete or correct, the farm operator shall be requested to redetermine the acreage and file a corrected report. The farm operator shall, in all cases, be instructed to retain his record of measurements for use in verifying the report by field inspection.

The performance report when completed shall be further reviewed by the community committeeman, or if the county committee so elects, by the entire community committee. If the report is believed to be substantially complete and correct, it will be approved by the signature of a community committeeman in the space immediately below the signature of the farm operator. If approval is withheld, a committeeman should visit the farm to determine the actual acreage planted, or refer the case promptly to the county committee with (1) a statement of reasons for withholding approval, and (2) the reasons why a farm visit to determine the planted acreage was not made.

In order to maintain adequate standards of accuracy, the county committee shall verify through field inspection preferably by community committeemen, at least 5 percent of the reports received. Reports will be verified for (1) all farms for which there is any reason to believe the report is incorrect, (2) all farms for which approval of the report is withheld by the community committeeman or by the community committee, and (3) other farms selected at random, including a representative number of farms of State, county, and community committeemen. Should field inspections reveal that inaccurate reports are being received, additional reports will be verified in numbers sufficient to insure good standards of accuracy.

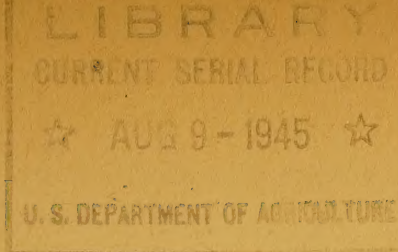
In verifying reports, sufficient inspection will be made to determine that all fields are reported and that the acreage reported for each field is substantially correct. The committeeman should have with him records of previously measured acreages of fields on the farm. He should inspect the record of measurements made by the farm operator for fields or subdivisions for which official acreages are not recorded, and should verify such of these measurements as necessary to satisfy himself of the accuracy of the acreages determined by the farm operator.

If the report is found satisfactory, it will be noted "Inspected O. K.," followed by the date and the name or initials of the committeeman. If the report is found to be unsatisfactory, the acreage should be redetermined while the committeeman is present, and a correct report prepared on a new form Tobacco 918, which the farm operator should be requested to sign. If he refuses, this fact should be noted. All such reports should be marked "Corrected."

The State Committee will be responsible for obtaining accurate and complete acreage reports in the State and in making adequate inspection of the work in each county in which flue-cured or Burley tobacco is grown to insure that the work is being done in accordance with instructions.

A progress report shall be obtained from each county showing:

1. Number of farms growing flue-cured or Burley tobacco.
2. Number of reports filed.
3. Number of reports verified by field inspection.
 - (a) Acreage not in excess of that reported.
 - (b) Acreage in excess of that reported but not in excess of allotment.
 - (c) Acreage in excess of that reported and also in excess of allotment.



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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency
Washington 25, D. C.

REVISED PROCEDURE FOR DETERMINATION OF BURLEY TOBACCO ACREAGES

As a result of Congressional action in the Second Deficiency Appropriation Bill, appropriating funds for the measurement of Burley tobacco acreages in 1945, the procedure in Tobacco 919 with respect to the determination of acreages of Burley tobacco under the 1945 marketing quota program is hereby amended to read as follows:

- A. GENERAL POLICY - All acreages of Burley tobacco will be determined by field inspection and measurement. Community Committeemen will be responsible for field inspection and measurement of Burley tobacco on farms in their communities.

The county committee will be responsible for direction of this work in each county. The county committee will

- (a) assign all tobacco farms to committeemen for inspection;
- (b) train committeemen and office personnel with respect to performance procedures, methods of measurement, and methods of computing acreages;
- (c) provide necessary forms and equipment;
- (d) make and forward progress reports promptly;
- (e) review the work of committeemen and computers as necessary and if inaccurate work is found, take steps to correct the situation.

The State Committee will be responsible for obtaining accurate and complete acreage reports in the State and in making adequate inspection of the work in each county in which Burley tobacco is grown to insure that the work is being done accurately and in accordance with instructions.

- B. FARM INSPECTION - When inspecting the farm, the committeemen will have with him the following:

- 1. Blank forms Tobacco 918 and paper for sketch maps
- 2. Measuring chain or tape, and if available, scale or straight edge, and chaining pins.
- 3. Farm map, cut-out, or other record of previously determined acreages, if specified by the county committee.

The assistance of the farm operator or his representative familiar with the farm should be obtained and measurements agreed upon where possible. If the farm operator refuses to permit the acreage to be measured, a full written report should be made to the county committee. Each area planted to Burley tobacco should be measured by one of the methods shown below.

C. METHODS OF MEASUREMENT -

1. Fields with recorded acreages - Acreages previously determined and recorded (on the farm map, cut-out, etc.) will be used when the entire field is planted to Burley tobacco and the field boundary has not been changed since the acreage was determined.

Where the entire field is not planted to Burley tobacco, the acreage of that portion not in tobacco may be measured and its acreage subtracted from the recorded acreage, if this is more convenient than direct measurement of the acreage planted to tobacco.

2. Areas without recorded acreages - Ground measurements should extend one-half the width of a row beyond the outside row.

- a. Areas of regular shape: - Those fields or subdivisions which are of regular shapes, such as, a square, a rectangle, triangle, or trapezoid (four sides, two of which are parallel), or can be divided into a small number of such figures, will be measured for computation of acreage. Sketch maps showing measurements made should be prepared. These need not be drawn to scale.

- b. Irregular areas: - For those areas with irregular boundaries which the community committeeman determines cannot readily be divided into figures or regular shape, one of the following methods should be used;

- (1) A sketch map may be made showing the appropriate measurement of length and sufficient cross measurements to insure average widths. The acreage will be determined in the county office from this map.

- (2) Hill count - The number of hills of tobacco in the field or subdivision may be counted and divided by the number of hills per acre as determined from actual count of representative one-tenth acre staked off in the field. This method may be used only upon the approval of the State Committee.

- D. DEDUCTIONS - In determining the acreage of any field or subdivision, a deduction may be made for any area not planted to tobacco, provided it contains one hundredth (0.01) acre or more.

Each area to be deducted should be measured and recorded on the sketch map, identifying the field or subdivision to which the deduction applies, and the dimensions of the deductions should be shown.

- E. RECORDING RESULTS OF INSPECTION - The committeeman who inspects the farm will make the following records:

1. Entries on sketch map; - A sketch map should be prepared for each farm and identified by the name of the farm operator and the farm number. Each field measured should be shown with the dimensions measured, the length of each measurement, and the dimensions of any areas to be deducted.

Sketch maps of areas measured by the hill count method should have a record of all counts made.

Each field or subdivision measured should be identified with a field number or letter. The numbers or letters used should be the same as shown on the record of official acreages, if available.

2. Entries on Tobacco 918 - The following will be entered on a blank form Tobacco 918 in the spaces provided.
 - a. Name of farm operator
 - b. State, county and farm number
 - c. Field number or letter for each field or subdivision as shown on sketch map or other official records
 - d. Acres - the acreages of each field measured will be computed and the result, less the area of any deductions in the field, will be entered in the space immediately below the applicable field number or letter. These entries will be made in the County office.
 - e. Total acres - This will be the sum of the acreages entered, rounded to the nearest tenth acre. This entry will be made in the county office.
 - f. How were fields measured? No entry need be made in this space
 - g. Date
 - h. Signature of farm operator or his authorized representative
 - i. The committeeman will sign in the blank space below the signature of the farm operator.

- F. OFFICIAL ACREAGES: The acreages measured in the field by the community committeeman and computed in the county office will be considered final unless a redetermination is made by the county committee because (a) the county committee finds the report not acceptable, or (b) redetermination is requested by the farm operator.

If the county committee in checking the work of committeemen or computers finds that a report cannot be approved, the acreage reported will be re-determined by another committeeman or computer.

A written notice of the acreage determined should be mailed to each farm operator by the County Committee.

If the farm operator requests a recheck of an acreage determination showing excess tobacco which he believes to be in error, he may do so upon depositing \$3.00 or the estimated cost, whichever is larger, with the treasurer of the county association. The county committee will then have the acreage remeasured by a committeeman other than the one who first inspected the farm. The deposit will be returned to the producer only if the acreage claimed by the producer, in writing, is substantiated by the recheck.

- G. PROGRESS REPORTS - Progress reports, showing, in addition to the items specified on Tobacco 919, the number of days worked by committeemen on field inspection will be submitted at such times as are specified by the State Committee. Every effort should be made to have acreage determination complete by October 15, 1945.